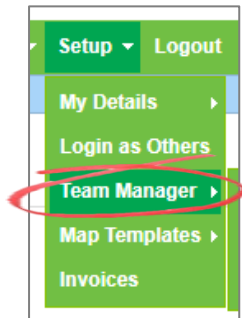


EMPLOYEE DETAILS AS PER IRD REQUIREMENTS

The below steps will show you how to check/add in the following mandatory employee details:

- Email Address
- IRD number
- Tax Code
- Date of Birth
- Phone Number
- Address

Hover on *Setup* and click on *Team Manager*:



The following screen will appear:

Team Member	Job Title	Access Level	Team	Email / Username	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)
Elizabeth Green		Administrator		Liz	-	salary	fortnightly	-	Admin only	no location
George Hamilton	Farm Manager	Farm Manager		hannah.raza@agrismart.co.nz / George	10.00	salary	fortnightly	55000.00	Full-time	Waihou Farm
Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	-	wages	fortnightly	-	Casual	Kaireka Farm
Jane Smith	Farm Assistant	Farm Manager		hannah.raza@agrismart.co.nz / Jane	9.00	wages	fortnightly	47007.00	Full-time	Farm 1
Lisa Glass	Farm Assistant	Farm Assistant		hannah.raza@agrismart.co.nz / Lisa	10.00	salary	fortnightly	62969.00	Full-time	Farm 1 Waihou Farm

Click on any employee's name to update their details:

Edit Team Member George Hamilton

General | Employment Details | Payroll | Leave | Payroll Audit | Notes | Reminders | User Files | Skills | Preferences

Username: *

Password: * minimum 8 characters (minimum 2 numbers, case sensitive)

First Name: *

Last Name: *

Employee Type: *

Remuneration Type: *

Email Address:

Job Title:

Team:

Primary Location:

Other Locations:

Access Level:

Health and Safety Responsibility Level:

Roster display colour:

Hide rostered days off:

Exclude from Rosters and Tasks:

Pay Week Ending Day:

Exclude from dashboard:

Access Timesheet Viewer Report: * this overrides access level

Timesheet Supervisor:

In the *General* tab, enter their email address, then click *Save*:

General Employment Details Payroll Leave Payroll Audit Notes Reminders User Files Skills Preferences

Username : * George
Password : * minimum 8 characters (minimum 2 numbers, case sensitive)
First Name : * George
Last Name : * Hamilton
Employee Type : * Full-time
Remuneration Type : * Salary
Email Address : george@gmail.com

In the *Employment Details* tab, enter their *IRD Number* and *Tax code*, then click *Save*:

Employment Details Payroll Leave Payroll Audit Notes Reminders User Files Skills Preferences

IRD Number : 123-456-789
Employee Code :
Tax Code : M

In the *Preferences* tab, enter their *Date of Birth*, *Phone Number*, and *Address*, then click *Save*:

General Employment Details Payroll Leave Payroll Audit Notes Reminders User Files Skills Preferences

Personal Details

Phone : 0800110172
Mobile Number : Area Code Number Extension
unit type unit number
Address : 29 Liverpool Street
Hamilton 3204
Gender : male female
Date of Birth : 1 January 1990

Next Of Kin Details

Next Of Kin :
Next Of Kin Address :
Next Of Kin Phone :

Look and Feel

Timesheet Default Activity Code : -- use setup default -- - setup default = GEN
Timesheet Entry Method : exact time
Timesheet Exact Time Style : single box

Timesheet Pre-populate End Time :
Show Weekly Summary :
Remember Searches :
Small Reports Menu Layout :
Simple Homepage Search :

save >>

Repeat for all employees.